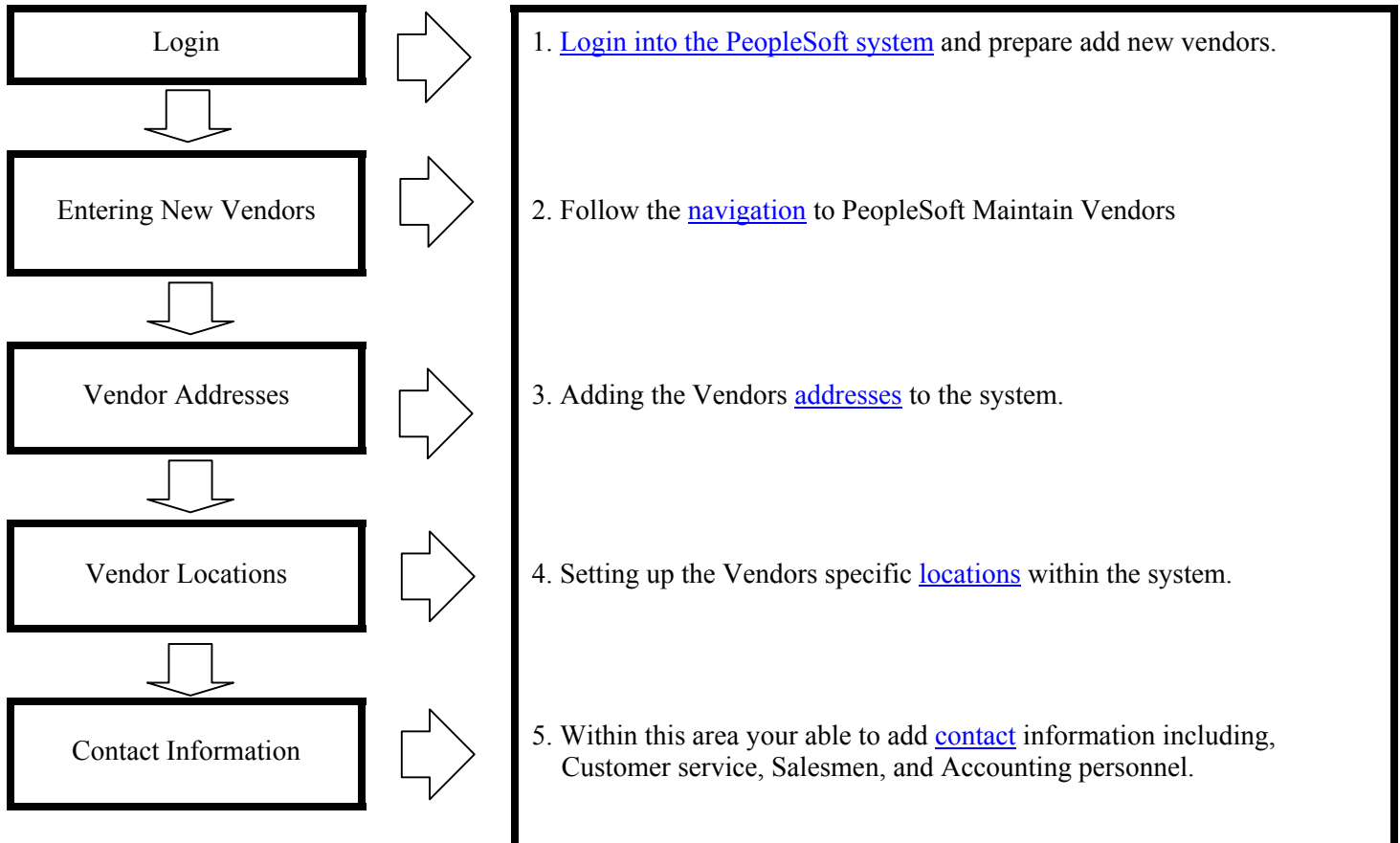


# Maintain Vendors

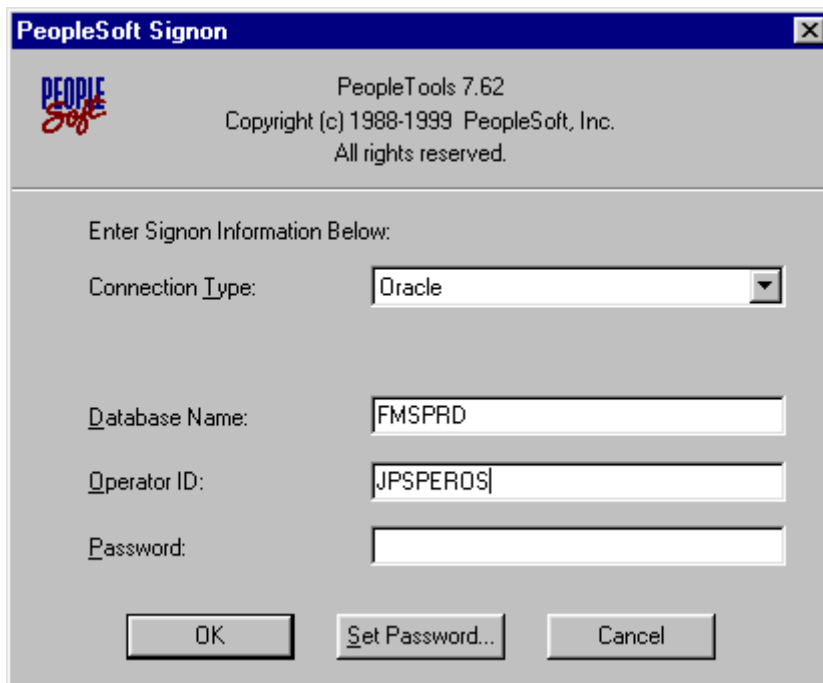
This section will show you how to add new vendors and modify current ones. Only approved active vendors can be used in creating Purchase Orders, Requisitions, or Pay Vouchers.



# Maintain Vendors

## Step 1: [Login](#)

- Launch the PeopleSoft Signon from the Novel Application launcher.
  - Connection type “Oracle” (Defaulted)
  - Database Name “FMSPRD” (Defaulted)
  - Enter your login name. (UPPERCASE only)
- Password is left blank.
- Click “OK”

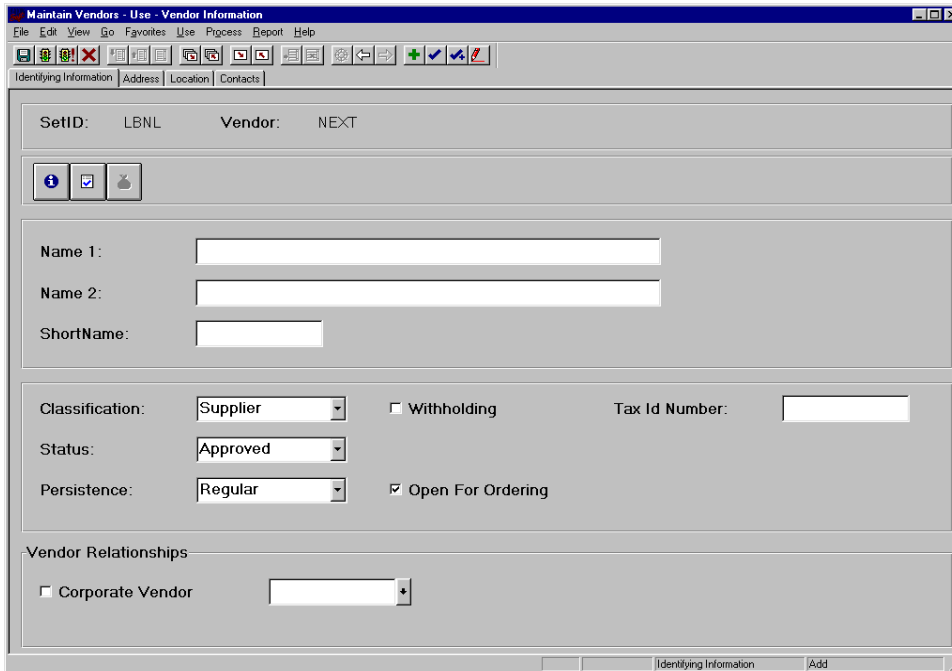


The image shows a screenshot of the 'PeopleSoft Signon' dialog box. The title bar is blue with the text 'PeopleSoft Signon' and a close button. The main area has a grey background. At the top left is the 'PEOPLE Soft' logo. To the right of the logo, it says 'PeopleTools 7.62' and 'Copyright (c) 1988-1999 PeopleSoft, Inc. All rights reserved.' Below this, it says 'Enter Signon Information Below:'. There are four input fields: 'Connection Type' with a dropdown menu showing 'Oracle', 'Database Name' with a text box containing 'FMSPRD', 'Operator ID' with a text box containing 'JPSPEROS', and 'Password' with an empty text box. At the bottom, there are three buttons: 'OK', 'Set Password...', and 'Cancel'.

# Maintain Vendors

## Step 2: Entering New Vendors

The Vendor Information Panel should appear as follows;



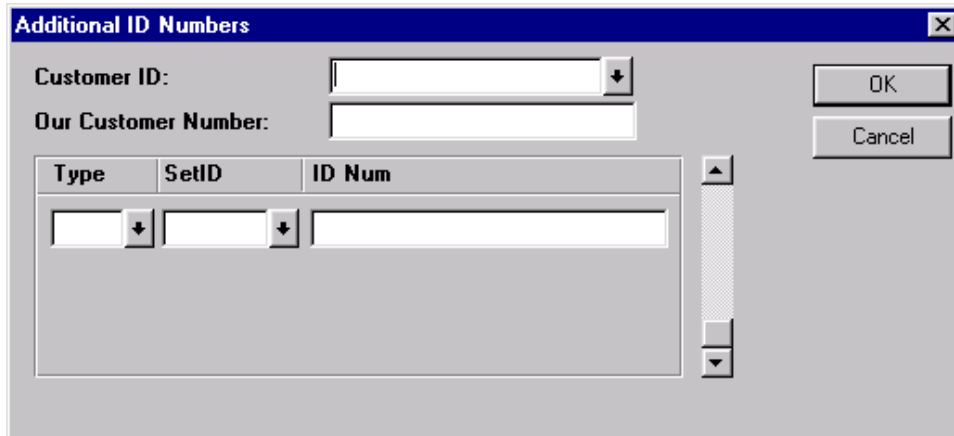
Complete the following panel elements: (Note: Use capital letters when entering data into the fields on the panel.)

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Name 1	Vendor Name 1	Enter your name
Name 2	Vendor Name 2	Leave Blank
Short Name	Abbreviation of Name	Last Name and First Initial
Classification	This is the type of Vendor	Select Employee
Status	Is the Vendor approved or unapproved	Accept the Default
Persistence	Is this a vendor to be used once or used all the time.	Accept the Default
Vendor Relationships	Is this vendor an entity of another Vendor.	Accept the Default
Withholding Checkbox	Identifies if this Vendor is subject to 1099 withholding	Check this Box
Withholding	You can select this vendor to be have tax withheld	Check the Box
Tax ID Number	The vendor Tax ID number	Add a 9 digit ID number to field
Open for Ordering	Identifies if this Vendor is available for creating Purchase Orders	Check this box

# Maintain Vendors

## Vendor Pushbuttons

The Additional Id Number pushbutton  allows you to enter additional vendor id information




**Additional ID Numbers**

Customer ID:

Our Customer Number:

Type	SetID	ID Num
<input type="text"/>	<input type="text"/>	<input type="text"/>

OK Cancel

The Duplicate Invoice Checking pushbutton  allows you to enter rules for duplicate invoice checking. These rules will default in from the business unit level and no changes are required.



**Duplicate Invoice Checking Options**

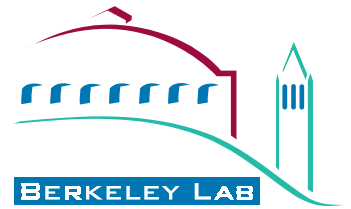
Effective Date:  Status:


**Duplicate Invoice Checking**

☐ Business Unit    ☒ Reject  
☐ Vendor ID       ☐ Recycle  
☐ Invoice Number    ☐ Warning  
☐ Invoice Date  
☐ Gross Amount

OK Cancel

# Maintain Vendors



The Withholding pushbutton  allows you to enter withholding information. We will return to this pushbutton after entering the Vendor Address Information.

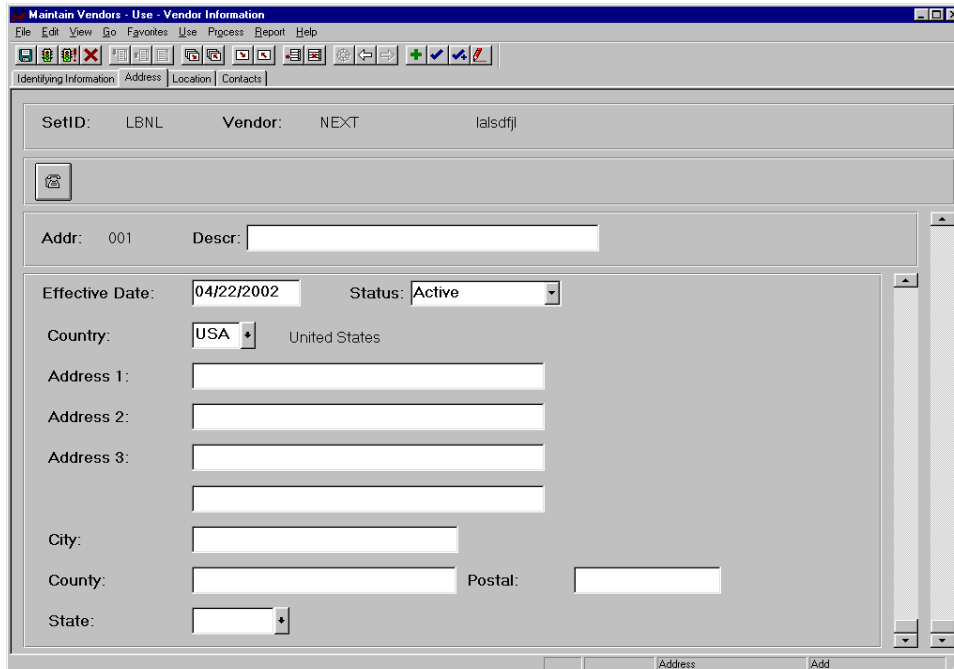
A screenshot of a software dialog box titled "Withholding Vendor Information". The dialog box has a blue title bar with a close button (X) in the top right corner. Inside the dialog, there is a "Withholding Entity:" label followed by a dropdown menu. Below this is a small icon of a document with a red flag. Further down, there are two rows of input fields: "Effective Date:" with a date field containing "04/22/2002" and "Status:" with a dropdown menu containing "Active". Below these, there is a "Percent:" label followed by a dropdown menu containing "Default" and an empty text field. At the bottom of the dialog, there is a large empty rectangular area. On the right side of the dialog, there are two buttons: "OK" and "Cancel".

# Maintain Vendors

## Step 3: Vendor Address

Click on the **Address** tab

The Address panel displays



**Maintain Vendors - Use - Vendor Information**

File Edit View Go Favorites Use Process Report Help

Identifying Information Address Location Contacts

SetID: LBNL Vendor: NEXT |alsdfj|

Addr: 001 Descr:

Effective Date: 04/22/2002 Status: Active

Country: USA United States

Address 1:

Address 2:

Address 3:

City:

County:  Postal:


State:

Address Add

Complete the following panel elements:


PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Descr	Address Description	Enter REMIT TO
Effective Date	Date Vendor Address is Valid	Enter 07/01/2002
Status	Indicates if this address is active or inactive	Leave Default
Country	Country	Leave Default
Address 1	Address Field	Enter your Address
Address 2	Address Field	Enter your Address (Optional)
Address 3	Address Field	Enter your Address (Optional)
City	City	Enter your City
County	County	Enter your County
Postal	Zip Code	Enter your ZIP code
State	State	Enter your State code

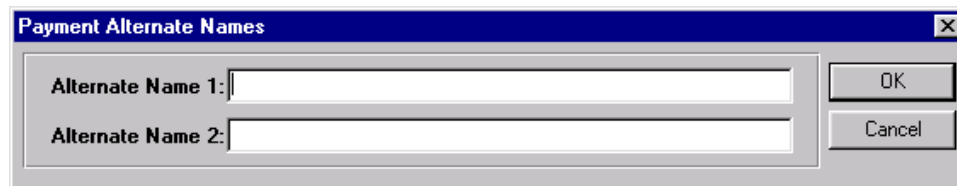
# Maintain Vendors

You will notice that there are scroll bars to the right of the address fields. In the event a Vendor has multiple addresses you could add additional rows using the F7 function key or the insert icon . For example a vendor may have multiple addresses in which case you would place your cursor in the DESCR field and insert a row for each additional address.


(ex. The ordering address is different from the remit to address for a Vendor).

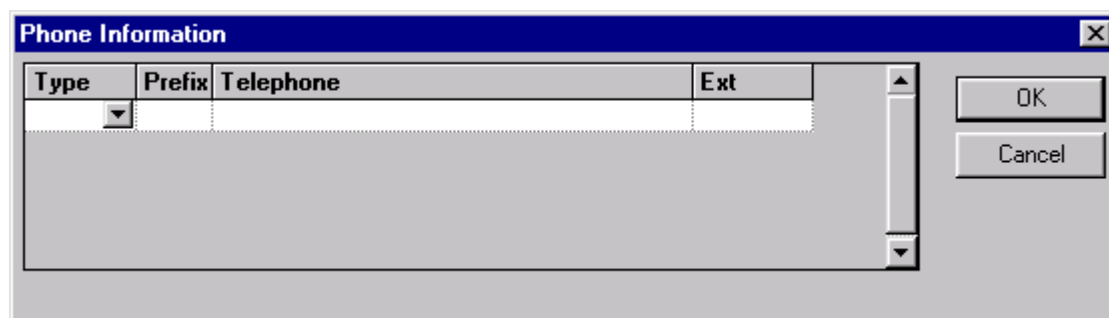
The inner scroll bar is used if at some time during the future the address changes. For example, if the remit to address changed from an address on Fifth to an address on Forbes you would place the cursor on any row in the inner scroll bar and insert the new row and update the address information.

The alternate names pushbutton  allows you to alter the name that will appear on the check. Instead of the name you gave to the vendor on the identifying information panel, you would override it for this address with whatever you put in the following. We won't be entering anything here.



The dialog box titled "Payment Alternate Names" contains two text input fields labeled "Alternate Name 1:" and "Alternate Name 2:". To the right of these fields are "OK" and "Cancel" buttons.

The phone information pushbutton  allows you to enter phone contact information for the vendor.



The dialog box titled "Phone Information" contains a table with four columns: "Type", "Prefix", "Telephone", and "Ext.". The "Type" column has a dropdown arrow. To the right of the table are "OK" and "Cancel" buttons.

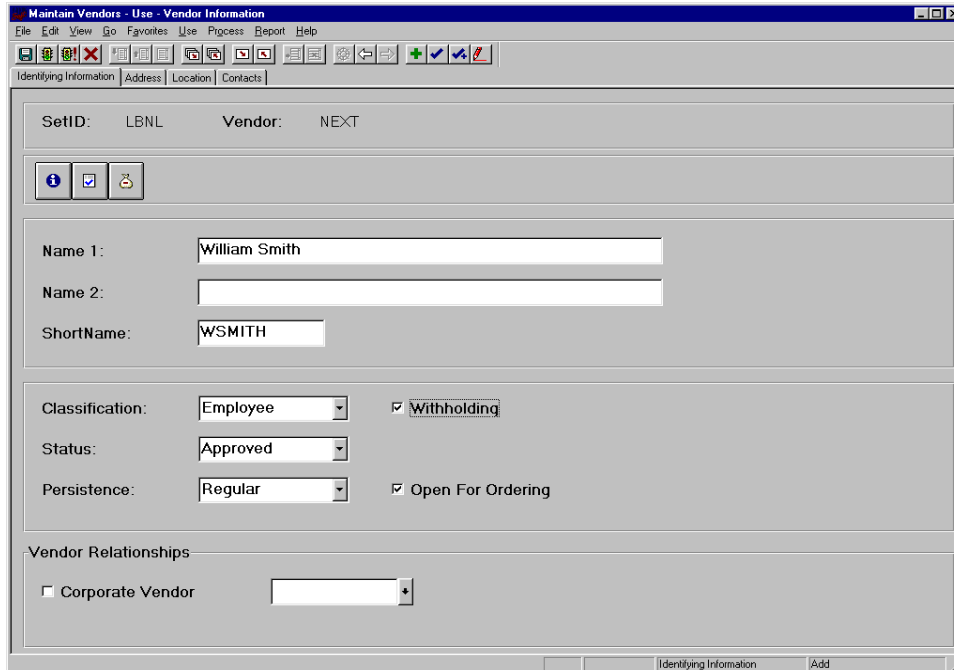
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Type	Type of Phone Number (ex. Home or Business)	Select Home
Prefix	Dialing Prefix for the Number	Leave Blank
Telephone	Phone Number	Enter your phone number including area code 412-XXX-XXX
Ext.	Phone extension	Leave Blank

# Maintain Vendors

Return to the Identifying Information Panel

Click on the **Identifying Information** Tab



**Maintain Vendors - Use - Vendor Information**

File Edit View Go Favorites Use Process Report Help

Identifying Information Address Location Contacts


SetID: LBNL Vendor: NEXT

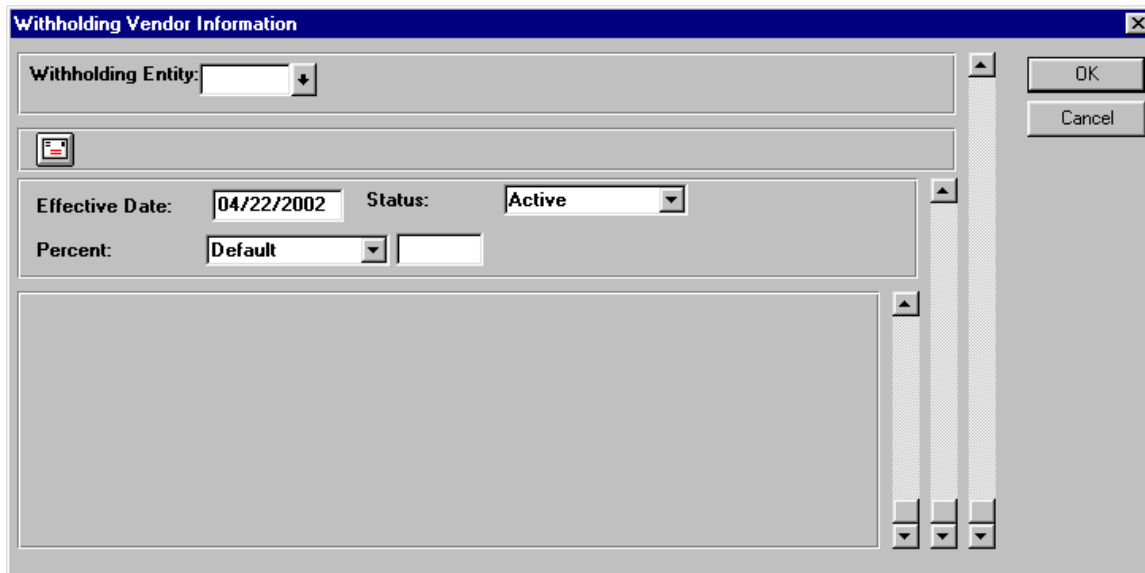
Name 1: William Smith  
Name 2:   
ShortName: WSMITH

Classification: Employee ☒ Withholding  
Status: Approved  
Persistence: Regular ☒ Open For Ordering

Vendor Relationships  
☐ Corporate Vendor

Identifying Information Add

The Withholding pushbutton  allows you to enter withholding information. This panel allows you to enter information pertaining to the requirements for 1099 processing.



**Withholding Vendor Information**

Withholding Entity:   
Effective Date: 04/22/2002 Status: Active  
Percent: Default

OK  
Cancel




# Maintain Vendors

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Withholding Entity	Internal Revenue Service is withholding entity for 1099	IRS
Effective Date	Effective Date of 1099	Leave Default
Effective Status	Determines if 1099 processing is active for the Vendor	Active
Percent	Withholding Percentage Amount	Leave Default
Tax Payer Identification Number	Social Insurance Number or Federal Employee Id Number	123-45-6789
Tin Type	S or F indicating the type of the Tax Payer Identification Number	S



The Envelope Pushbutton  is used to display the withholding name and address. This name and address is defaulted in from the name fields and address information already entered. This is the primary reason we enter the name and address information for the Vendor first prior to returning to enter the 1099 information.

Withholding Name and Address

Name:

WILLIAM SMITH

Name 2:

Country:

USA United States

Address 1:

123 Main Street

Address 2:

Address 3:

City:

Anywhere

County:

State:

CA California

Postal:

95704

OK

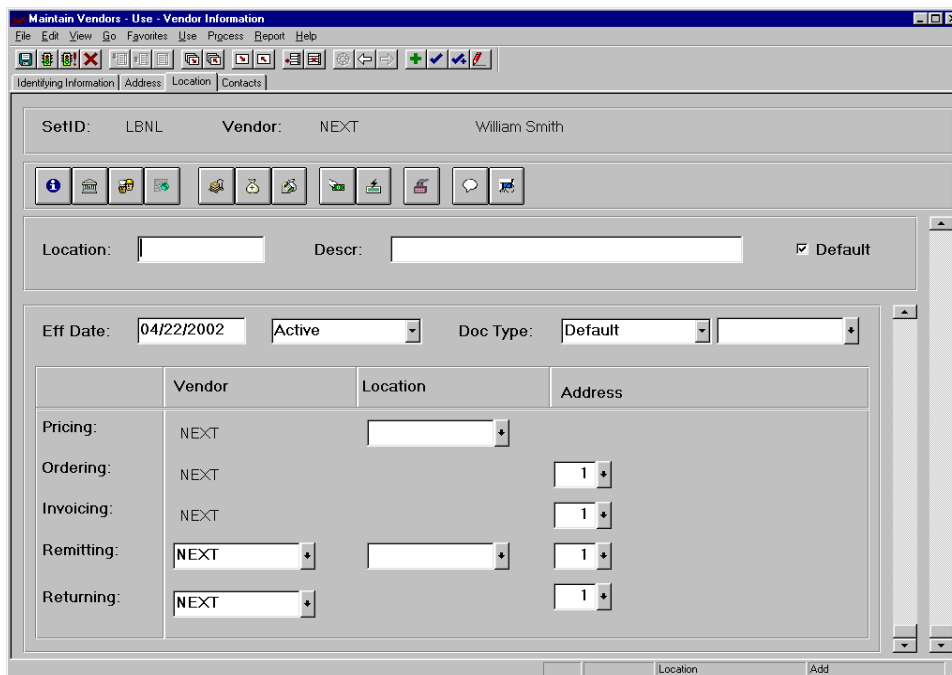
Cancel

# Maintain Vendors

## Step 4: Locations

Locations are used by PeopleSoft to default the correct information on transactions in various PeopleSoft applications. Locations are used to group a set of defaults for a particular Vendor. For example, if the vendor has a different ordering address from its remit to address we would update the location panel to reflect the address used for ordering and the address used for remitting for a specific vendor location.

### The Location panel displays




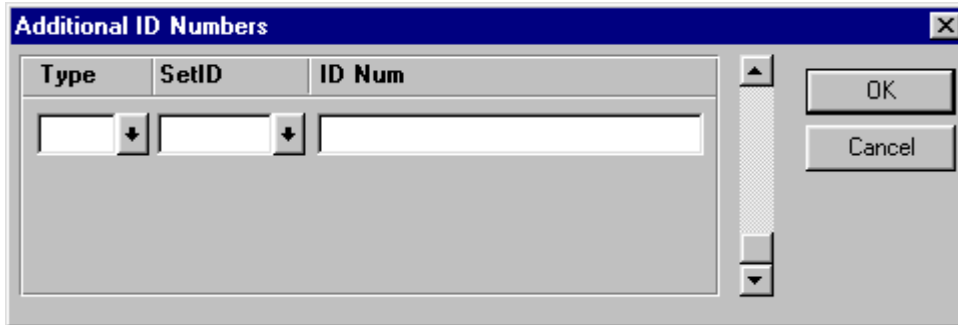
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Location	Location Code	REMIT_MAIN
Descr	Long description of Location Code	Main Remitting Address
Default Checkbox	Indicates that the information on this panel and pushbuttons will be defaulted to Voucher.	Leave Default
Effective Date	Effective Date for all the parameters on the Panel	07/01/2002
Effective Status	Whether this location is active.	Leave Default
Doc type	Not Used	Not used

Accept the remaining panel elements defaulted in from the Location and Address panels.


# Maintain Vendors

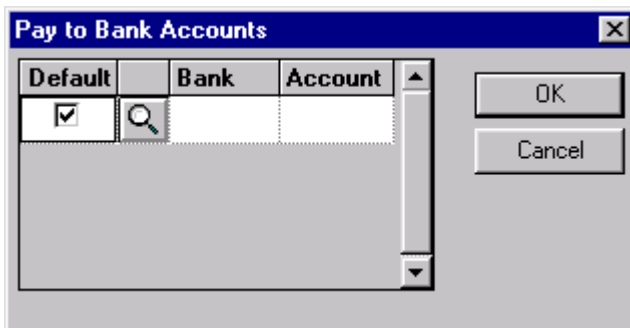
The additional id numbers pushbutton  allows you to identify the location by some additional set of criteria such as Dun and Bradstreet Number.



The 'Additional ID Numbers' dialog box features a table with three columns: 'Type', 'SetID', and 'ID Num'. Each of the first two columns has a dropdown arrow. To the right of the table are 'OK' and 'Cancel' buttons.


Type	SetID	ID Num
▼	▼	

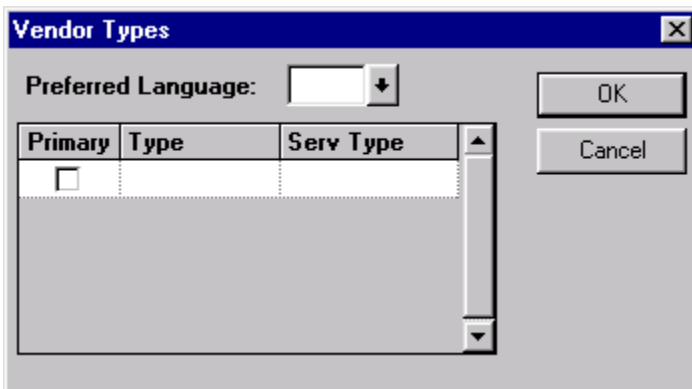
This Pay to Bank Accounts pushbutton  is used for setting up bank accounts that the vendor would like to have payments deposited. (ex. Direct Deposit)



The 'Pay to Bank Accounts' dialog box contains a table with columns 'Default', 'Bank', and 'Account'. The 'Default' column has a checkbox, and the 'Bank' column has a magnifying glass icon. 'OK' and 'Cancel' buttons are on the right.

Default	Bank	Account
<input checked="" type="checkbox"/>	🔍	


This Vendor types pushbutton  allows you to set a preferred language for the vendor and identify the type of vendor.

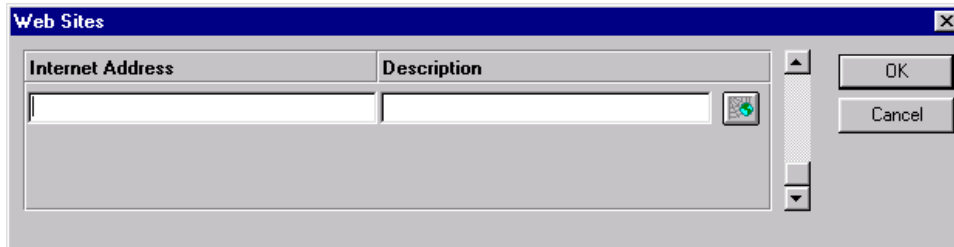


The 'Vendor Types' dialog box includes a 'Preferred Language' dropdown menu at the top. Below it is a table with columns 'Primary', 'Type', and 'Serv Type'. The 'Primary' column has a checkbox. 'OK' and 'Cancel' buttons are on the right.


Primary	Type	Serv Type
<input type="checkbox"/>		

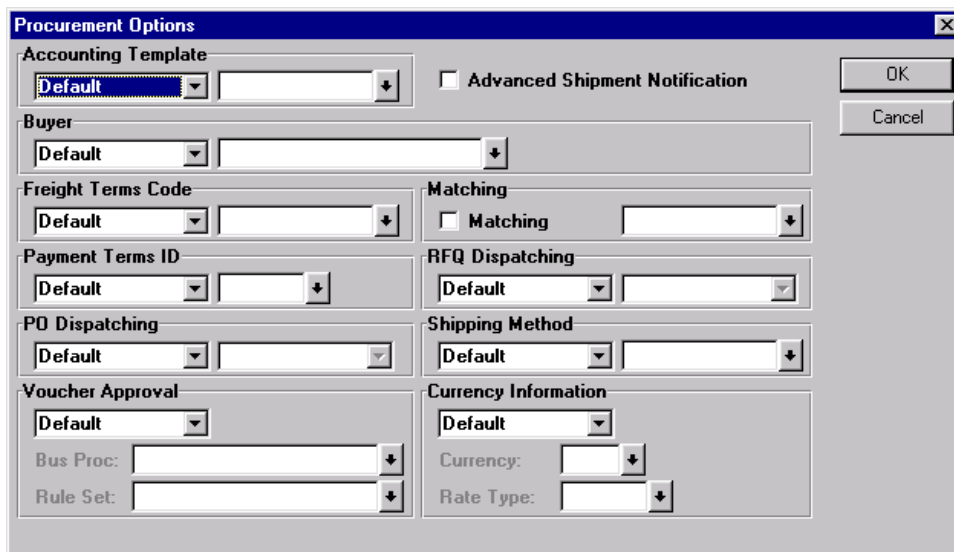
# Maintain Vendors

The Internet address pushbutton  allows you to enter an Internet address for the vendor. Enter your Internet address here.



The 'Web Sites' dialog box contains a table with two columns: 'Internet Address' and 'Description'. There is a small pushbutton with a globe icon to the right of the 'Internet Address' column. At the bottom right are 'OK' and 'Cancel' buttons.

The procurement options pushbutton  allows you to override default procurement information for this vendor. Typically you would only change the Payment Terms on this panel.



The 'Procurement Options' dialog box contains several sections:
 

- Accounting Template:** A dropdown menu set to 'Default'.
- Advanced Shipment Notification:** A checkbox that is unchecked.
- Buyer:** A dropdown menu set to 'Default'.
- Freight Terms Code:** A dropdown menu set to 'Default'.
- Matching:** A checkbox that is unchecked.
- Payment Terms ID:** A dropdown menu set to 'Default'.
- RFQ Dispatching:** A dropdown menu set to 'Default'.
- PO Dispatching:** A dropdown menu set to 'Default'.
- Shipping Method:** A dropdown menu set to 'Default'.
- Voucher Approval:** A dropdown menu set to 'Default'.
- Currency Information:** A section with 'Default' dropdown, 'Currency' dropdown, and 'Rate Type' dropdown.

 At the bottom right are 'OK' and 'Cancel' buttons.

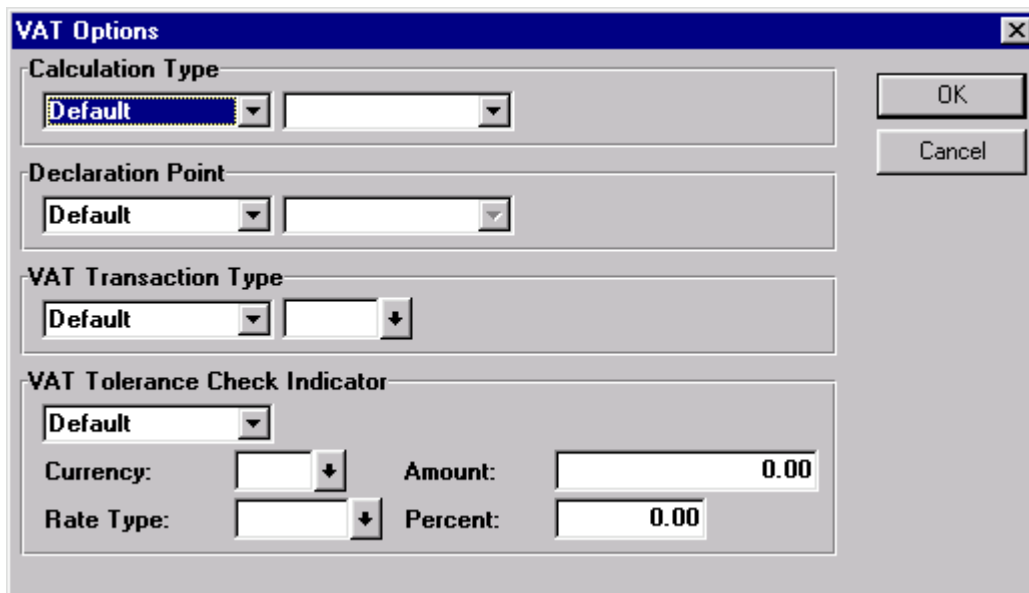
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Accounting Template	Template used for generating accounting entries.	Accept the Default
Advance Shipment Notification	Identifies that Vendor will be sending ASN's via EDI	Leave Blank
Buyer	This would be the buyer for this vendor. Used for Purchasing	Accept the Default
Freight Terms Code	Terms for Freight (not used)	Accept the Default
Payment Terms Id	The payment terms for Vendor.	Accept the Default
PO Dispatching	Dispatch Method for Purchase Order. (i.e. EDI, FAX, PRINT)	Accept the Default
Voucher Approval	Approval rule for vouchers used for Workflow. (All vouchers are created pre-approved.)	Accept the Default

# Maintain Vendors

Matching	The matching checkbox and code identifies if matching is to be used for this Vendor	Leave Blank
RFQ Dispatching	Dispatch Method for Request for Quotes. (i.e. EDI, FAX, PRINT)	Accept the Default
Shipping Method	Shipping Method used for Vendor.	Accept the Default
Currency	Currency used to pay the Vendor.	Accept the Default

The Vat Options pushbutton  is not used at LBNL.



**VAT Options**

Calculation Type:

Declaration Point:


VAT Transaction Type:

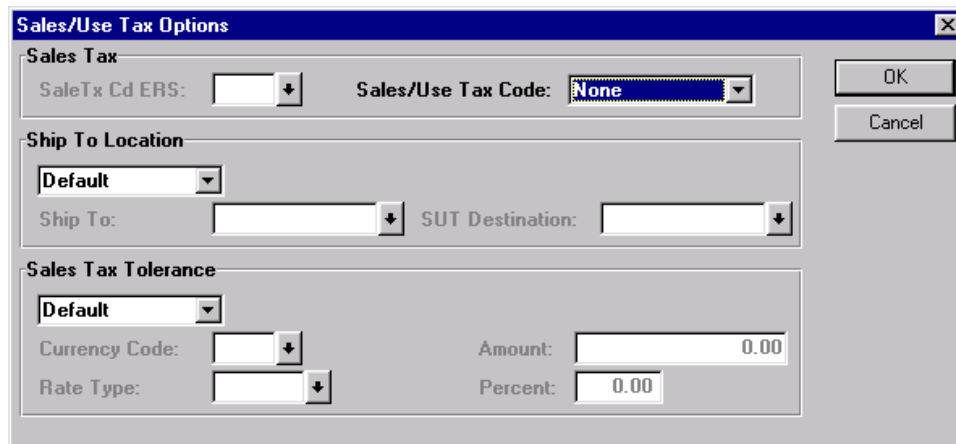
VAT Tolerance Check Indicator:

Currency:  Amount:

Rate Type:  Percent:

OK Cancel

The Sales/Use Tax pushbutton  defines the sales tax/use tax code default on vouchers and purchase orders. (i.e. sales, use, or none). We will accept the defaults.



**Sales/Use Tax Options**

Sales Tax: SaleTx Cd ERS:  Sales/Use Tax Code:

Ship To Location:

Ship To:  SUT Destination:

Sales Tax Tolerance:

Currency Code:  Amount:

Rate Type:  Percent:

OK Cancel

# Maintain Vendors




The payment options pushbutton allows you to set up the default payment options for a vendor.

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Withholding Code	Code for which this Vendor is subject to Withholding (ex. 07 - Non-Employee Compensation)	Leave unchecked
Pay Group	Used as a selection criteria for Vendor payments	Leave unchecked
Hold Payments	Used to hold payments to the Vendor.	Leave unchecked
Always take discount	Used to take the discount regardless of discount due date.	Leave unchecked.
Separate Payment	Used to create a separate payment (check ) for each voucher.	Leave unchecked.
Factoring	Used to disable the Remit To Vendor field on the voucher	Leave unchecked.
Complex Routing	Used for EFT payments (Not used)	Leave unchecked.
Delay Days	The number of days you want to delay payment from the net due dates.	Accept the Default
Bank	Bank from which payments are made.	Accept the Default
Payment Method	Method of Payment. (i.e. System Check, EFT, ACH)	Accept the Default
Payment Handling Flag	Used to sort payments during check processing.	Accept the Default

# Maintain Vendors

Electronic Funds Transfer (EFT)  is the movement of funds by non-paper means.

**EFT Payment Options**

☐ **Pre-Notification**  
☐ **Prenotification Regd**  
 Status: \_\_\_\_\_ Date: \_\_\_\_\_

**Override**

**Funds Transfer Details**

Payment Format: \_\_\_\_\_  
 Transaction Handling: **Pay+Advice**  
 Domestic Costs: \_\_\_\_\_  
 Correspondent's Costs: \_\_\_\_\_  
 Bank Check Drawn On: \_\_\_\_\_  
 Check Forwarding: \_\_\_\_\_

☐ **Crossed Check**  
 Payment Instruction 1: \_\_\_\_\_  
 Payment Instruction 2: \_\_\_\_\_  
 Payment Instruction 3: \_\_\_\_\_  
 Payment Instruction 4: \_\_\_\_\_

Payment Instruction Ref 1: \_\_\_\_\_  
 Payment Instruction Ref 2: \_\_\_\_\_

**Treasury Payment**

☐ **Treasury Payment**  
 Enclosure Code: \_\_\_\_\_  
 Ltd Payability: \_\_\_\_\_ Type Code: \_\_\_\_\_ Prod Code: \_\_\_\_\_

ABA Number: \_\_\_\_\_ RFB Information: \_\_\_\_\_


Beneficiary Bank Remarks: \_\_\_\_\_  
 TIN Code: \_\_\_\_\_ ☐ **Vendor Offset Processing**


Standard Industry Classification (SIC) codes  are codes that identify different types of industries.

**Standard Industry Codes**

SIC Type	SIC Code	Description
▼		

# Maintain Vendors


The comment pushbutton  is used to tie comments to a specific Vendor location.



A dialog box titled "Comments" with a large text area for input and "OK" and "Cancel" buttons.

Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Comments	Free Flow comment tied to a Vendor Location	This is a training example.

You can identify your vendors based on types with the Vendor Attributes button .



A dialog box titled "Vendor Types" with a list of checkboxes for vendor attributes and "OK" and "Cancel" buttons.

- ☐ California Disabled Veteran
- ☐ Disabled Veteran
- ☐ Veteran
- ☐ Hub Zone
- ☐ Disadvantaged Business
- ☐ Women Owned

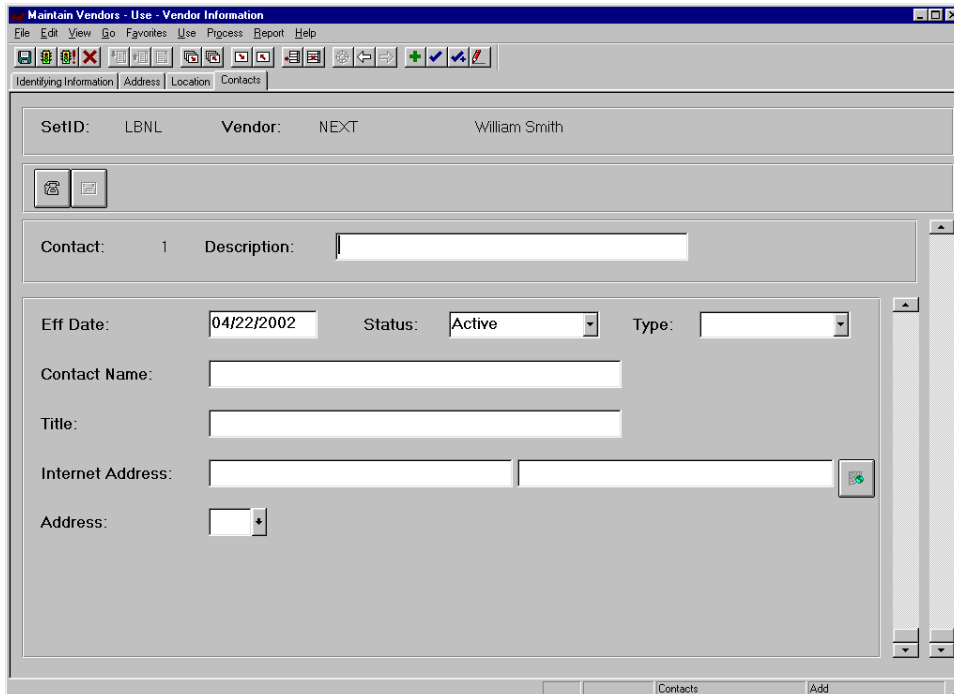


# Maintain Vendors

## Step 5: Contacts

The Contacts panel is used to enter information on a Contact person at the Vendor.

*The Contact panel displays*



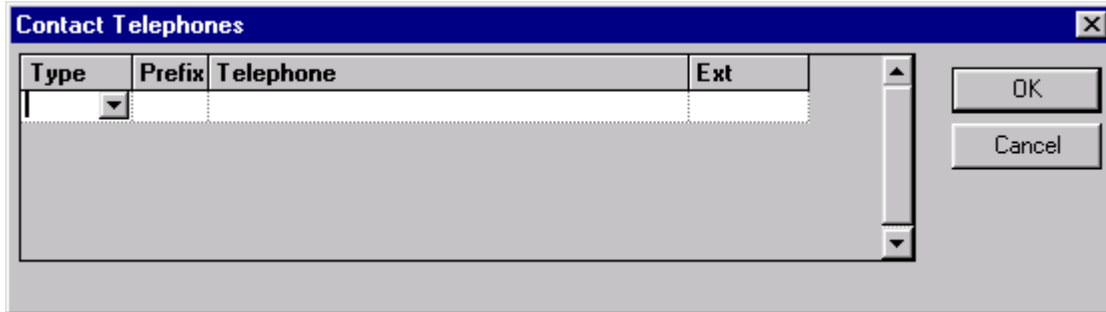
Complete the following panel elements:

PANEL ELEMENT	DESCRIPTION	TRAINING EXAMPLE
Description	Enter a Description for the Contact	Manager
Eff Date	Effective Date of this Contact	Accept Default
Status	Status of this Contact Information.	Accept Default
Type	Type of Contact	Select General
Contact Name	Name	SMITH,JOE
Title	Contacts Title	MANAGER
Internet Address	Web Address	Leave Blank
Internet Address Description	Description	Leave Blank
Address	Vendor Address this contact person is located. (Note: For a new Vendor, you must save the panel in order to select the address field.)	1

# Maintain Vendors



The Contact Phone pushbutton is used to enter the contact phone information.



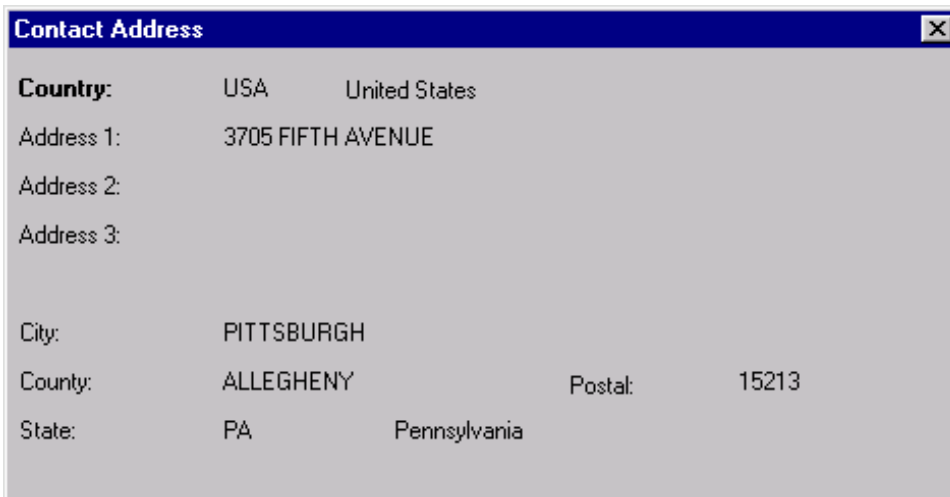
**Contact Telephones**

Type	Prefix	Telephone	Ext

OK  
Cancel



The Envelope Pushbutton is used to display the address associated with the address selected on the main panel.



**Contact Address**

**Country:** USA United States

Address 1: 3705 FIFTH AVENUE

Address 2:

Address 3:

City: PITTSBURGH

County: ALLEGHENY Postal: 15213

State: PA Pennsylvania



Close the Contact Address window and select the Save pushbutton.